



CULTURAL AFFAIRS
PUBLIC ART

PROSPECTUS

City of Norfolk, Virginia Public Art Program
Commission of Artwork for Norfolk Botanical Garden
4517-0-2014/DH, SUBMISSIONS DUE: 2:00 PM EDT, June 19, 2014

The Norfolk Public Art Commission and the Botanical Garden Art Planning Committee seek to commission an artist to design and create exterior artwork.

LOCATION/CONTEXT: Norfolk Botanical Garden is 155 acres of lush cultivated and wild gardens traversed with waterways and a reservoir. The Garden borders the Norfolk International Airport and sits at a unique crossroads balanced between land and water, northern and southern climates, and nature and industry. The exclusive ecosystem is layered with rich colorful undergrowth enclosed by a tall canopy of pines. Today the Garden is nationally recognized for its collections of hydrangeas, crepe myrtles, camellias, azaleas and plants specific to Norfolk. It is designated a National Historic Landmark.

More than 300,000 children and adults, military personnel, locals and tourists come to the Garden each year. Some come to view the unique collection of plants and artwork, relax and reflect, attend programs and lectures, get married or bird watch. Over 40 themed gardens can be viewed by tram, boat or by foot.

Norfolk Botanical Garden opened in 1938, when the City of Norfolk set aside 75 acres of high, wooded ground and 75 acres of reservoir for a city garden. Visionary gardener Fred Heutte was the first supervisor who left the Botanical Garden as his legacy and also beautified all of Norfolk, planting oleanders and crepe myrtles up and down city right of ways. Huette hired more than 200 African American women and 20 men to clear the land of dense vegetation and build a levee under a Works Progress Administration (WPA) grant. In less than a year 4,000 azaleas, 2,000 rhododendrons, several thousand shrubs and trees, and 100 bushels of daffodils were planted. To learn more go to www.norfolkbotanicalgarden.org

PROJECT DESCRIPTION: The Public Art Planning Committee seeks an artist to design and create artwork that will stimulate thought, conversation and inspire viewers. Artwork could be botanically inspired, natural and organic and should demonstrate sustainability and an environmental message in a beautiful and meaningful way. The committee is not necessarily looking for singular sculpture but artwork that can be experienced while being iconic and unique to Norfolk Botanical Garden.

SIZE/MEDIA/STYLE: The artwork or series of artworks will be viewed in route into the Garden and from the lake by boaters and rowing crews. It must be fabricated in durable, permanent outdoor materials that are safe and easily maintained. All artwork styles will be considered.

PROJECT SITE: Artwork should be located so it is viewable from the quarter-mile entrance drive and by the general public without paying the cost of admission. A variety of locations between the entrance gates at Azalea Garden Road and the pay booth can be considered for artwork. Artist may want to place artwork in a large wooded area or by the pull-out drive just before the pay booth or even in the lake. The lake is used for boat fishing and athletic rowing. An aerial view of the entrance route, Botanical Garden site plan and a proposed master plan are attached.

PROJECT FUNDS: Up to three finalists may be selected to be interviewed by the Public Art Planning Committee via Skype. The finalists are not expected to complete a design at this stage but will be interviewed about past work and creative process. There will also be a preliminary discussion of the site. The committee reserves the right to select the final artist without a finalist process.

The total budget for the completed, delivered and installed artwork is \$150,000. This will cover artist's honorarium, fabrication, materials, shipping and insurance, travel expenses necessary to complete the project, project plaque, final documentation and any incidental expenses. The artist must hire a Virginia licensed contractor to install the artwork(s). The selected artist will be asked to present a community educational workshop or presentation.

Please note that a city contract will be issued with a design phase requiring review and approval by the Public Art Commission prior to fabrication.

The selected artist must carry a Commercial General Liability Insurance Policy naming the City of Norfolk as an additional insured, and must provide certificates of insurance to that effect guaranteeing thirty (30) days written notice before any changes to the policies become effective. Insurance can be purchased and certificate presented after the first payment is made. If the artist employs anyone in connection with this work, the artist must carry a workers compensation insurance policy and an automobile liability insurance policy if appropriate. The artist shall also be responsible for assuring subcontractors, if there are any, meet the same insurance requirements.

CALENDAR: This calendar is subject to change.

June 19, 2014, 2:00 p.m. EDT time, submittal due date and time

July 2014, selection announced

Spring 2015, completion of art

SELECTION CRITERIA AND AWARD CONSIDERATIONS: The commission will be awarded based on many factors such as the aesthetic value, creativity and contemporary relevance of the proposed piece. The city will consider the diversity of beliefs and values and general standards of decency of the citizens who fund the commission and purchase public art for the City of Norfolk. The award will be made to the responsible offeror whose submission is determined in writing to be the most advantageous to the City taking into consideration the evaluation factors set forth in this Request for Proposal.

The following criteria will be used in the proposal evaluation process:

- Artistic merit (excellence, originality, creativity and innovative approaches) as evidenced by submitted materials
- Professional artistic experience to fulfill the requirements of this project either in studio, educational, community, employment and/or art projects and the ability to undertake the design, creation and installation of the artwork
- Appropriateness of materials, style and concepts in relation to this prospectus

PROPOSAL REQUIREMENTS: Nine (9) copies of each package must be submitted. The original proposal must be clearly marked. Only one (1) CD-ROM of your prior work is required with your proposal. Each proposal shall also provide the following information:

1. a letter of interest, not to exceed one page, explaining why you are interested in this project and how you will approach the artwork design and creation.
2. up to 10 images of prior work, submitted as digital images (1 copy) to the following specifications.

DIGITAL IMAGES: Images should be sent on a PC-compatible CD-ROM in JPG format. Each file should be named with vendor surname and image number to correspond with annotated image list. Maximum image size is 1920 pixels on the longest side, less than 1MB. Do not embed images into PowerPoint or submit moving images or audio files.

3. an annotated image list not to exceed two pages, clearly labeled with your full name and a numerical listing for each image, the title of the work, the media, dimensions, project budget and year of completion
4. a current resume not exceeding two pages
5. Signed STATEMENT OF UNDERSTANDING
6. OPTIONAL: a visual representation of 1-4 images of concepts and/or a description

of ideas and proposed media may be submitted on an 8.5" x 11" paper or on disc to the specifications listed above. Artists will not be expected to commit to any preliminary ideas but this may help the Planning Committee select an artist.

Staples only, no paper clips or folders. Please do not send any additional materials such as catalogs, maquettes, press articles, etc. They will not be reviewed by the Planning Committee.

QUESTIONS/FOLLOW UP: Questions about this project may be directed to Danny Hawk, Office of the Purchasing Agent, 757-664-4026, Fax 757-664-4018 or danny.hawk@norfolk.gov.

This Request for Proposals is governed in all respects, including but not limited to the award decision, by the Code of the City of Norfolk, 1979, as amended, especially Chapter 33.1, the Procurement Chapter, and its associated regulations. For more information on doing business with the City of Norfolk or to become familiar with the City Code generally, its Procurement Chapter and regulations, or the ethics and non-discrimination sections of the Procurement please go to the city web site at <http://www.norfolk.gov/purchasing>. The City encourages women and minorities to submit proposals and for non-minority artist to participate with small businesses and women and minorities through partnerships, joint ventures, subcontracts and

other contractual opportunities. Please describe any planned use of such businesses in fulfilling this contract.

Before submitting proposals, please review the website <http://www.norfolk.gov/bids.aspx> for possible updates and addendums.

All proposals must be received in an appropriately marked sealed envelope or suitable container to the Office of the Purchasing Agent, 230 East Main Street, Suite 250, Norfolk, VA 23510, at or prior to 2:00 P.M., June 19, 2014. On the outside of your proposal please reference RFP 4017-0-2014/DH.

TO ALL OFFERORS: Statement of Understanding

Fill out, sign and submit with your proposal

All information submitted in this proposal is true and artwork represented is accurately attributed.

In the preparation and submission of this proposal, I did not directly or indirectly enter into any combination or arrangement with any person, firm or corporation, or enter into any agreement or act any way to conspire to rig bids.

In compliance with the Code of the City of Norfolk, Virginia Section 33.1-9, trade secrets or proprietary information submitted by Offerors in connection with a procurement shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the contractors must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the specific area or scope of data or other materials to be protected and state the reasons why protection is necessary. An all-inclusive statement that the entire bid is proprietary is unacceptable and will not be honored. A statement that costs are to be protected is unacceptable and will be disregarded.

This Request for Proposals is governed in all respects, including but not limited to the award decision, by the Code of the City of Norfolk, 1979, as amended, especially Chapter 33.1, the Procurement Chapter, and its associated regulations. I have read and am familiar with the City Code, its Procurement Chapter and regulations, and the ethics and non-discrimination sections of the Procurement.

Signature _____

Date _____

